

Internship role profile

Role Title	Corporate Relations Intern
Department	Corporate Relations
Business Unit	City & Guilds Group – Group Functions
Location	London, EC1A 9DD
Salary	£10.20p/h

Everything we do contributes to achieving our purpose:
Helping people, organisations and economies develop their skills for
growth. This purpose drives everything we do.

Our values

Our values **Imagination**, **Integrity** and **Leadership** are core to everything we do, and makes us who we are. They underpin the way we work, from how we treat our people right through to how we design our products. Living these values in everything you do at the City & Guilds Group will not only make this a great place to work, but ensure you thrive and are successful in your role.

Role purpose

To support the Corporate Relations team with the day to day corporate affairs around our purpose programmes including bursaries, Apprentice Connect & the Skills Development Fund. As well as providing support to the Institute Relations and the Princess Royal Training Awards.

What you'll be doing

1. Day to day communications
2. Record keeping & general administration
3. Coordinating & attending events
4. Supporting on social media

What you'll learn

1. Day to day communications

- The structure of the City & Guilds Group and the departments within it, as well as their roles and responsibilities. In order for you to be able to communicate these effectively to customers
- The importance of internal communications team by writing articles and blogs for our internal homepage.

2. Record keeping & general administration

- The importance of keeping accurate and up to date records as well as the policies and procedures to be implemented
- How we build and update databases to store data on stakeholders most efficiently

3. Coordinating events

- How to prepare the appropriate documents and collateral that allows us to promote apprenticeships at events
- How and why we attend careers advice and guidance events with apprenticeship ambassadors and attend one yourself.

4. Supporting on social media

- How to create relevant and engaging tweets for our twitter account in order to appeal to young people interested in apprenticeships
- To understand how we put together interesting and engaging infographics to present stats from our training days and how to create one of your own.

What we're looking for

We can't live without you being...

- Curious (Imagination)
 - A creative problem solver who brings new ideas and finds new ways of overcoming obstacles
 - Keen to learn
- Collaborative (Integrity)
 - A team player who enjoys being part of the team, supporting and leading as needed
 - Shares knowledge and expertise
- Compassionate (Integrity)
 - Thoughtful, compassionate and human in their dealings with people
 - Self-aware and aware of their impact on others - emotional intelligence
- Resilient (Leadership)
 - Confident in the face of push back and challenge from others
 - Doesn't lose sight of delivering to high standards even when under pressure
- Confident (Leadership)
 - Motivated to get things done and make them better
 - Pro-active in taking on what needs to be done and using their initiative

- Trusted (Integrity)
 - Goes the extra mile for internal and external customers
 - Takes ownership and accountability

We would love you to have...

- Experience using Excel, Word, Outlook
- Attention to detail and good organisational skills
- An interest in events management
- Strong communication (verbal and written)
- Experience of working to deadlines

Your career with the City & Guilds Group

Once you've successfully completed your internship if you wish to apply for any of the apprenticeships we're recruiting for at the time you will be fast tracked to the interview stage. This offer is available for up to 12 months after you've completed your internship, after this period you are still welcome to apply but will not be fast tracked to the interview stage.